

WELCOME!!

PERMIT CENTER ROUNDTABLE 2006

On Wednesday, February 22, 2006, the Permit Center hosted a Roundtable discussion with permit runners and builders to discuss permit intake procedures, permit application requirements, and other issues. The meeting was very interactive and permit center staff put together an extremely knowledgeable presentation. At the request of the attendees, several of the presentation materials will be made available on the DDES Web site. Permit Center staff are working together to implement procedures to address many of the suggestions that were put forth that will improve processes, communication, and overall service. Some of the suggestions involve other Department sections and we will be sharing those items with the appropriate staff. Due to the success of this event, we hope to continue this format with other sections in DDES.

More information will follow.

Roundtable Agenda

- Methods of Intake/Submittal
- Complete and Professional Submittals
- Registered Plans – Basic Processing
- Other Items & Next Steps

Methods of Intake/Submittal

- Scheduled Appointments

- ABC's (Already Built Construction)

<http://apps01.metrokc.gov/www6/ddes/scripts/formsPacket.cfm?PacketID=1>

- Drop-offs

Drop Off Form - <http://www.metrokc.gov/ddes/forms/b-hand-dropoffs.pdf>

Critical Areas Designation Form – <http://www.metrokc.gov/ddes/forms/CADesigAppFORM.doc>

- Standing Appointments

Some standing appointments can be scheduled to meet the business demands of customers. Contact Chris Ricketts, Permit Center Supervisor, to discuss your specific needs at 206-296-6750.

Complete and Professional Submittal Documents

- Complete List of Submittal Requirements – Bulletin #9 – <http://www.metrokc.gov/ddes/acrobat/cib/9.pdf>
- Proof of Legal Lot (only if first structure on site) Bulletin #2 – <http://www.metrokc.gov/ddes/acrobat/cib/2.pdf>
- Recorded Easements For Ingress/Egress
- Water Availability Certificate/Recorded Well Covenant
- Sewer Availability Certificate
- Legal Description of the property

Complete and Professional Submittal Documents

- Septic Design Approval
- Affidavit for Application
- Critical Area Designation
- Structural Calculations
- Energy Calculations

Complete and Professional Submittal Plan Sets & Property Research

- Complete Sets of Plans (architectural, structural, 2 sets) or residential submittals
- Fees Required at Intake –
<http://www.metrokc.gov/ddes/forms/b-info-ResBldgPermFees.pdf>
- Customers can Access GIS/Parcel Viewer to Conduct Property Searches.
 - Begin at <http://www.metrokc.gov/ddes/>

Select Property Research

Welcome to the Department of Development and Environmental Services - King County, Washington - Microsoft I...

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Print Edit

Address <http://www.metrokc.gov/ddes/>

Department of Development and Environmental Services

[Contact Us](#) | [Map & Directions](#) | [News Releases](#) | [DDES Services](#)

[Workshops & Events](#)
[DDES FAQ](#)
[Permit Information](#)
[Information Bulletins](#)
[Records Center](#) **New**
[Property Research](#)
[Code Enforcement](#)
[Growth Management](#)
[DDES News at Council](#)
[Codes & Policies](#)
[Business Licenses](#)
[Public & Legislative Info](#)
[Fire Marshal's Office](#)
[DDES Newsletter](#)
[DDES Staff Directory](#)
[Site Map & User's Guide](#)

[Critical Areas Ordinance Info](#)

DDES Hot Topics



Mike Dykeman, Don Gauthier and Jim Chan of DDES were recognized by Ron Sims for their contribution, in partnership with the Department of Natural Resources and Parks, to King County's Community Rating System, which achieves significant [cost savings on flood insurance](#) premiums for King County residents.

Welcome to King County's Department of Development and Environmental Services (DDES).

DDES is a King County agency that issues building and land use permits for properties located in unincorporated King County. We also enforce county land use and building codes, staff the King County Fire Marshal's Office, and issue business licenses.

Internet

start 2 Microso... Roundtabl... Microsoft P... 2 Interne... 8:08 AM

Select GIS

Search Your Property in Unincorporated King County - DDES, King County Washington - Microsoft Internet Expl...

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Print Edit

Address <http://www.metrokc.gov/ddes/property.htm>

King County Home News Services Comments Search

Department of Development and Environmental Services

► DDES Homepage

Property Research

The Department of Development and Environmental Services strives to assist our customers in accessing critical information about specific parcels of property. Whether you are checking on property you own, or are simply interested in a piece of property you have seen, we have assembled the following maps and search engines to help you with your research:

- [Property and Zoning Information Services at DDES](#)
- [GIS \(Geographic Information Systems\) Property Search: Parcel Locators](#) (maps and descriptions of individual parcels)
- [What's New in GIS Mapping](#)
- [Development Conditions Search Engine](#) (showing p-suffix information and special district overlays)
- [Countywide Zoning Map](#) (showing parcel specific zoning)
- [Countywide Land Use Map](#) (showing larger zoning configurations).
- [Recent Incorporations \(Complete with Boundary Maps\)](#)
- [Annexation and Incorporation Activity Within King County](#)

Internet

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Select iMap

Map Portal Home - Microsoft Internet Explorer provided by King County

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Print Edit

Address <http://www.metrokc.gov/gis/mapportal/>

King County Home News Services Comments Search

GIS CENTER

Home/About
Maps
Client Services
Projects
Data Catalog
Knowledge Base
Training
Parcel Viewer
iMAP
Census Viewer
Virtual Map Counter
MapLinks
Other Site Features
KCGIS Data Disks
Site Map

MAPS

PROPERTY RESEARCH

Parcel Viewer
Conduct fast property searches on a parcel number, a street address, or a map using this interactive application.
—For all Internet connection speeds.

INTERACTIVE ONLINE MAPS

iMAP
View and print map displays which you can customize using online KCGIS data. Includes a property search tool.
—High-speed Internet connection required.

Census Viewer
View maps and tables of more than 100 community census data indicators for 77 defined places throughout all of King County.

White Center & Boulevard Park Community Data

Internet

start 2 Microso... Roundtabl... Microsoft P... 2 Interne... 8:14 AM

Select Start iMap

iMAP Main Page - Microsoft Internet Explorer provided by King County

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Print Edit

Address http://www.metrokc.gov/gis/mapportal/iMAP_main.htm

Client Services

- Projects
- Data Catalog
- Knowledge Base
- Training
- Parcel Viewer
- iMAP**
 - About iMAP
 - About the Map Sets
 - iMAP Help
 - FAQs
- Census Viewer
- Virtual Map Counter
- MapLinks
- Other Site Features
 - KCGIS Data Disks
 - Site Map
 - Site Search
- Other KCGIS Sites

iMAP is an application that allows you to view King County spatial information (GIS data and images) in a map display that you control.

If you are interested in property information only, please use Parcel Viewer.

iMAP News

NEW iMAP Changes: Improved Layer List, Additional Map Layers, User-Controlled Markup Tools / December 19

► News Archive

First-Time Users

- **iMAP requires a high-speed Internet connection.**
- **iMAP opens in a new browser window.** (If iMAP does not start up for you, check your pop-up blocker settings.)
- **All iMAP users are subject to the Terms of Use.**

START iMAP ✓ **Property Information** (the default map set)

...or pick a map set from this complete list: **Start Info**

Internet

start 3 Microso... Roundtabl... Microsoft P... 2 Interne... 8:24 AM

Enter Parcel Number or Address

http://www5.metrokc.gov - iMAP - Microsoft Internet Explorer provided by King County

King County **iMAP - Property Information**

Tools

- Navigate
- Zoom to places
- Info
- Property Search**
- Location
- Display
- Output
- Help
- Reset

Property Search

Enter a 10 digit Parcel Number

Enter Parcel Number:

You can also [Search by Address](#)
Or [Search by Street Intersection](#)

Current tool: **Property Search** approx scale = 1: 969,361

— Select a different Map Set —

Latitude: 47.09458 Longitude: -121.35336 -- State Plane X: 1510873 Y: 34938.1

Internet

Layers **Legend**

Draw

- ☒ **Property Layers**
- ☒ **Parcels**
- ☒ **Parcel labels**
- ☐ King County owned properties
- ☐ Property sales in the last 3 years
- ☐ Illegal Drug Lab Properties
- ☒ Muckleshoot Tribe
- ☒ **Planning Layers**
- ☒ Urban Growth Area Line
- ☒ Agricultural Production District Boundary
- ☒ Forest Production District Boundary
- ☒ **Zoning**
- ☒ **Zoning Labels**
- ☒ Countywide Growth Pattern
- ☐ Comprehensive Plan Land Use
- ☐ **Points of Interest**
- ☐ **Reference Layers**
- ☒ **Base Map Layers**

(C) 2006 King County

18mi

Select Desired Report (i.e., Assessor's Data)

http://www5.metrokc.gov - iMAP - Microsoft Internet Explorer provided by King County

King County iMAP - Property Information

Tools

Navigate

Zoom to places

Info

Property Search

Location

Display

Output

Help

Reset

0088000396

0088000390

0088000406

0088000407

0088000410

0088000413

0088000414

0088000411

0088000900

0088000901

0088000910

113TH AVE/SE

0.021mi

(C) 2006 King County

Layers

- ☐ District Boundary
- ☒ Forest Production District Boundary
- ☒ Zoning
- ☒ Zoning Labels
- ☒ Countywide Growth Pattern
- ☐ Comprehensive Plan Land Use
- ☐ Points of Interest
- ☐ Reference Layers
- ☒ Base Map Layers
 - ☒ Highways
 - ☒ Streets
 - ☐ Zip codes
 - ☒ Incorporated Area
 - ☐ Incorporated Area labels
- ☐ Districts
- ☒ Hydrography Layers
- ☒ Elevation Data
- ☐ Imagery

Refresh Map

☒ Auto Refresh

Rec	Parcel	Address	Assessor's Data Report	Districts & Development Report
1	0088000400		Available	Available

Current tool: **Property Search** approx scale = 1: 1,137 — Select a different Map Set —

Latitude: 47.45341 Longitude: -122.18984 -- State Plane X: 1304819.7 Y: 168347.2 Internet

start 4 Microsoft Outlook iMAP Main Page - ... http://www5.metrokc.gov 9:15 AM


Example

King County: Assessor Property Characteristics Report - Microsoft Internet Explorer provided by King County

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Print Edit

Address http://www5.metrokc.gov/reports/property_report.asp?PIN=0088000400

 **King County** Home News Services Comments Search

By law this information may not be used for commercial purposes.

Assessor Real Property Records:

Taxpayer	WILKINS WOODS	Parcel Number	0088000400
		Account Number	008800040001
Tax Year	2005	Levy Code	4250
Tax Status	TAXABLE	Taxable Value Reason	NONE OR UNKNOWN
Appraised Land Value	\$145,000	Taxable Land Value	\$145,000
Appraised Improvement Value	\$85,000	Taxable Improvement Value	\$85,000

Taxpayer	WILKINS WOODS	Parcel Number	0088000400
		Account Number	008800040001
Tax Year	2006	Levy Code	4250
Tax Status	TAXABLE	Taxable Value Reason	NONE OR UNKNOWN
Appraised Land Value	\$250,000	Taxable Land Value	\$250,000

Internet

start 4 Microsoft Outlook King County: Asse... http://www5.metrokc.gov/reports/property_report.asp?PIN=0088000400 9:16 AM

For Property Dimensions, Select 'QS Map'

King County: Assessor Property Characteristics Report - Microsoft Internet Explorer provided by King County

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Print Edit

Address http://www5.metrokc.gov/reports/property_report.asp?PIN=0088000400

This report was generated: 2/15/2006 9:15:09 AM

Related on-line reports:

- [King County GIS: **Property information FAQ**](#)
- [King County Assessor: **Submit a request to correct this information**](#)
- [DDES: **Permit Applications Report**](#)
- [King County: **Districts and Development Conditions Report**](#)
- [King County Assessor: **eReal Property Report** \(PDF format requires Acrobat\)](#)
- [King County Assessor: **Quarter Section Map Report** \(PDF format requires Acrobat\)](#)
- [King County Treasury Operations: **Property Tax Information**](#)
- [Recorders Office: **Excise Tax Affidavits Report**](#)
- [Recorders Office: **Scanned images** of plats, surveys, and other map documents](#)

Enter a 10 digit Parcel Number:

or Enter an address:

Internet

start 4 Microsoft Outlook King County: Asse... http://www5.metr... 9:16 AM

Zoom into Specific Lot

http://www.metrokc.gov/assessor/emap/InternetPDF/NE292305.pdf - Microsoft Internet Explorer provided by K...

File Edit View Favorites Tools Help

Select Text 22% YAHOO! TOOLBAR Get it free

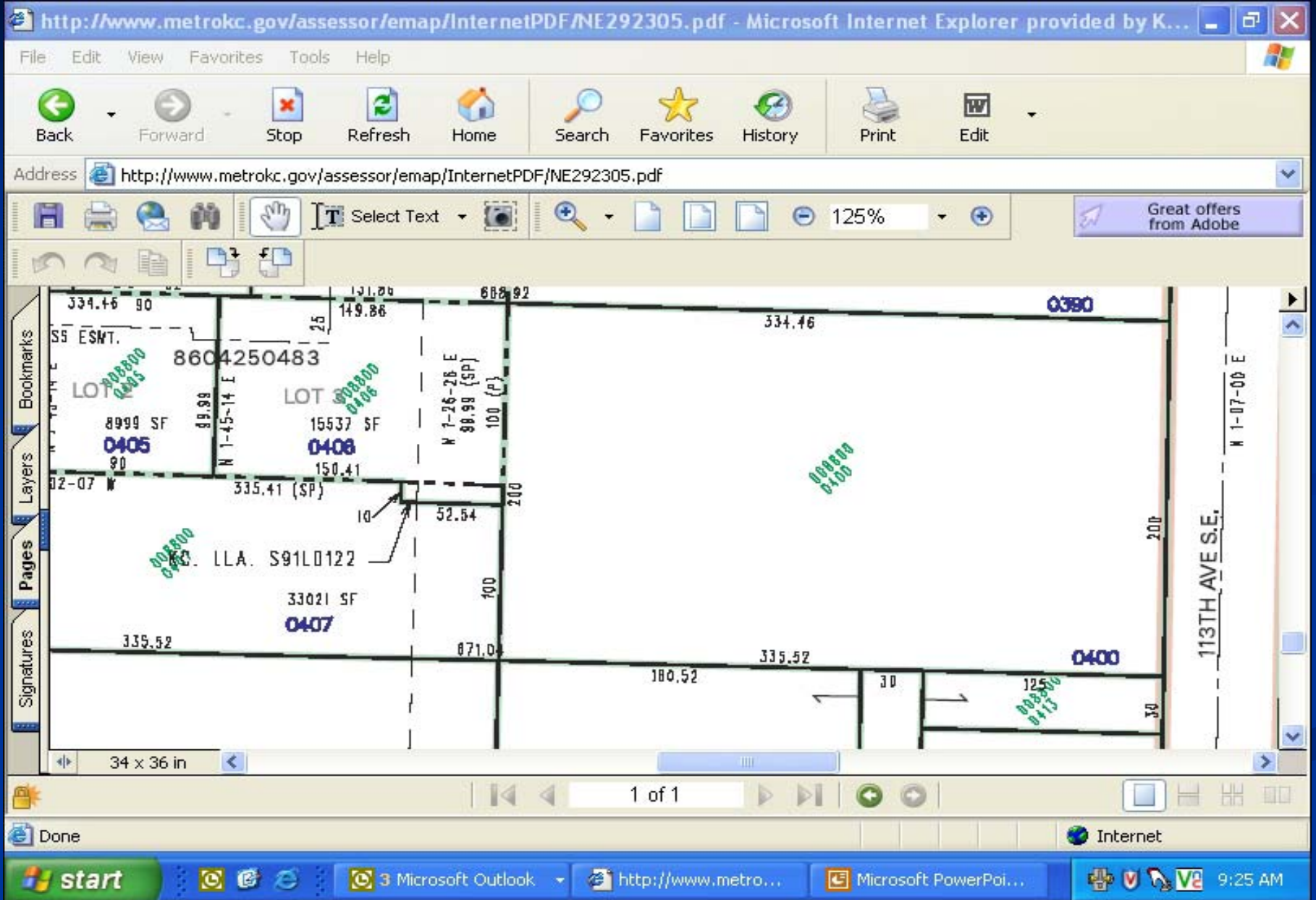
34 x 36 in 1 of 1

Done Internet

start 3 Microsoft Outlook Microsoft PowerPo... 3 Internet Explorer 9:35 AM

The screenshot shows a web browser window displaying a map of King County, Washington. The address bar shows the URL: <http://www.metrokc.gov/assessor/emap/InternetPDF/NE292305.pdf>. The browser window includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with various icons. The map area is titled "KING COUNTY DEPARTMENT of ASSESSMENTS" and "NE 29-23-05". The map shows a grid of lots and streets, with a legend, scale bar, and north arrow. The status bar at the bottom shows "Done", "Internet", and the system clock "9:35 AM".

Example



Remember...

- Credit Cards are not accepted
- Payments can be made by check or cash
- Checks made payable to KC Office of Finance
- Permit needs to stand alone (provide copies of any previous approvals)
- Intake Fees are due upon submittal

Site Plans

Accurate site plans are crucial to your permit review process. Visit the following links for detailed site plan information.

- Site Plan Handout Template –

<http://www.metrokc.gov/ddes/forms/SitePlanReqmentsHandout-ExampleFORMLegal.doc>

- Achieving Post Construction Soil Standard –

<http://www.metrokc.gov/ddes/forms/ls-inf-SoilPost-ConStd.pdf>

Registered Plans – Basic Processing

- Bulletin 12A – <http://metrokc.gov/ddes/acrobat/cib/12a.pdf>
- No appointment is necessary to submit for Registers; they can be submitted directly via drop-off at the DDES cashier
- Two sets of building plans, structural calculations and engineering, completed ‘Affidavit for Application’ and registered card together with a deposit of \$1,275 is required at the time of submittal
- Only-one and two-story single family dwellings are allowed. Basements under two-story houses require a lot-specific revision

Registered Plans – Basic Processing

- Variations are allowed: elevation/roof framing that does not affect the structure below the topmost plate line; additional garage bays and extensions; optional fireplace locations
- Decks may be included as options on registered plans. Some height restrictions may apply.
- Plan review costs are based on the largest square footages of living space, garages, porches and decks
- Decks added “after the fact” are considered additions to the existing residence and require a separate building permit (not a revision)

Registered Plans – Basic Processing

- Applicants may submit up to 2 copies of plans for approval; additional certified copies may be obtained via the DDES Records Center; there is a nominal fee
- Use of the registered plans by anyone other than the applicant for a basic permit requires written permission for each lot-specific application

Applying for a Basic

- No appointment necessary when applying for basic permits in a vested plat and can be submitted directly via drop-off w/cashier
- Submittals must include the 'Affidavit for Application' form (incl. register plan number), site plans and, if applicable, approved septic system design
- Intake counter service fee of \$102.64 must accompany each application; limit of 3 applications per check
- Balance owing is due at time of issuance

Applying for a Basic

- Applications for basic permit NOT in a vested plat MUST schedule an intake appointment
- All submittal requirements listed in Bulletin 9 are required, with the exception of the building plans

Applying for a Basic

- Individual lots that propose more than 2,000 square feet of impervious surface and/or critical areas on or adjacent to them MUST be reviewed for site issues and are not eligible for over the counter issuance
- Fees associated with site review will be due at time of intake
- On occasion, plat notes may also restrict our ability to issue basic permits over the counter

Customer Comments

Suggestions and Comments:

- Ability to request appointments by e-mail
- Can decks be included as options on a register plans for the Basic program?
- Need simpler/faster method to process small projects
- What level of topographical information required on site plans for relatively level lots?
- Verify customer information is current. Conduct an audit to updating addresses in I/T system
- Coordinate correspondence to contact vs. applicant
- Need Health Dept representative on-site at DDES
- Provide additional specific permit information on web site such as current review approvals, permit comments ...
- Current commercial permit process inadequate for approving sales trailer in a timely manner
- Why aren't stand-by appointments provided?
- Provide residential submission check-list electronically
- Send an acknowledgement letter for drop-offs building permits including registered plans
- Lack of timely postings of hourly fees which can create balances after permit issuance

Several of the suggestions above have either been implemented or procedures/forms are available throughout this presentation via hotlinks. We will continue to share our progress and updates on future Roundtable events with other DDES sections.